

February 20, 2003

The Honorable Mark A. Taylor  
Clerk of the Circuit Court  
County of Scott

Board of Supervisors  
County of Scott

We have audited the cash receipts and disbursements of the Clerk of the Circuit Court of the County of Scott for the period January 1, 2002 through December 31, 2002.

Our primary objectives were to test the accuracy of financial transactions recorded on the Court's financial management system; evaluate the Court's internal controls; and test its compliance with significant state laws, regulations, and policies. However, our audit was more limited than would be necessary to provide assurance on the internal controls or on overall compliance with applicable laws, regulations, and policies.

The results of our tests found the Court properly stated, in all material respects, the amounts recorded and reported in the financial management system; and no instances of noncompliance with applicable laws, regulations, and policies. However, we noted weaknesses in internal controls that the Clerk needs to address as described below.

#### Consistently Monitor Inactive Civil Cases

The Clerk does not have established policies and procedures to consistently monitor inactive civil cases. Section 8.01-335 of the Code of Virginia establishes guidelines for removing inactive civil cases from the court's docket after one, two, and three years of inactivity. We found 157 civil cases dating back to 1969 with no action. When brought to the Clerk's attention he immediately initiated a review of these cases.

Old cases clutter and overstate the court's docket report, which is one of the tools the Compensation Board uses to allocate court funding. The Clerk should develop policies and procedures to regularly review and identify inactive civil cases. Once identified the Clerk should bring them to the Judge's attention for the Court to remove them from the docket

The Honorable Mark A. Taylor  
Board of Supervisors  
February 20, 2003  
Page Two

Record Daily Bank Deposit

The Clerk does not record the daily bank deposit in the Court's financial management system as required by the Financial Management System User's Guide. Specifically, in nine of 22 days tested the Clerk recorded the daily bank deposit up to two days late. Failure to promptly record daily bank deposits could result in misappropriation or loss of funds. The Clerk should record the daily bank deposit in the Court's financial management system daily.

We discussed these comments with the Clerk on February 20, 2003 and we acknowledge the cooperation extended to us by the Court during this engagement.

AUDITOR OF PUBLIC ACCOUNTS

WJK/cam

cc: The Honorable J. Robert Stump, Chief Judge  
John Strutner, County Administrator  
Bruce Haynes, Executive Secretary  
Compensation Board  
Paul Delosh, Technical Assistance  
Supreme Court of Virginia  
Martin Watts, Court Analyst  
Supreme Court of Virginia  
Don Lucido, Director of Technical Assistance  
Supreme Court of Virginia  
Director, Admin and Public Records  
Department of Accounts